

# MANAGEMENT MEMO

SUBJECT: <b>TURN OF THE CENTURY CHANGES IN FISCAL SYSTEMS</b>	NUMBER: 96-18
	DATE ISSUED: 7/19/96
	EXPIRES: 7/19/97
REFERENCES:	ISSUING AGENCY: Department of Finance

The purpose of this Management Memo is to inform departments of the necessary changes to automated fiscal systems within the State related to the turn of the century. Most fiscal systems in the State currently use a two-digit format to identify a fiscal year, enactment year, date, or other field containing a year. At the turn of the century, a logical sequencing problem will occur in automated systems. Because the state's fiscal systems contain dates (for example, reversion of appropriation dates) that extend well beyond the current year, changes to accommodate the century change must be developed and implemented as soon as possible. Therefore, the State will adopt a four-digit year format for statewide fiscal systems beginning July 1, 1997. In accordance with this policy, the CALSTARS system will convert to the four-digit format by the July 1, 1997 deadline.

Departments that receive or send information (either electronically or manually) to any statewide fiscal system, within the Department of Finance or the State Controller's Office, **must** be prepared by July 1, 1997, to submit or receive that information in the four-digit year format.

Departments that have multiple fiscal systems that exchange information with a statewide fiscal system must make the necessary changes to the four-digit year format for those other systems as well. For example, a department's accounting system is provided via CALSTARS but their program area provides tape claims to the State Controller's Office for issuance of payments such as Medi-Cal or retirement.

Departments that exchange information on a manual basis must also comply with the four-digit fiscal year format. Detailed instructions will be forthcoming from the State Controller's Office and the Department of Finance, as necessary, regarding any changes to specific statewide fiscal system forms. In addition, the Department of Information Technology is taking the lead in establishing statewide standards and policies related to century change compliance for all statewide automated systems.

Should you have any questions or need assistance with the conversion process, please contact Linda Fulcher at (916) 323-3138.



CRAIG L. BROWN  
Director  
Department of Finance